

Bulletin to Property Owners – May 2022

Dear Property Owners,

The Department of Housing Preservation and Development (HPD) periodically provides updates on new legislation and information on available materials and resources to residential building owners to support compliance with the New York City Housing Maintenance Code, the New York State Multiple Dwelling Law and other relevant city codes. Visit the [HPD website](#) to read this bulletin (and past bulletins) in other languages.

This publication is intended for informational purposes only and is not intended as legal advice. This information is not a complete or final statement of all the duties of owners and tenants regarding laws and rules relating to housing in New York City.

Property Registration

Property owners of residential buildings are required by law to register annually with HPD. The next property registration cycle is expected to begin on June 1, 2022, and end on August 31, 2022. Buildings are required to be registered if the residential property is a multiple dwelling (3+ residential units), regardless of whether the owner resides at the premises, or a private dwelling (1-2 residential units) if neither the owner nor the owner's immediate family resides there. Building registrations must also be filed whenever ownership changes or whenever the information on a valid registration changes (example, new managing agent or site management). HPD uses the contact information supplied in the registration for all official notifications, sending out general information, and in the event of an emergency at the property.

You will receive an email from HPD once the new registration forms are available. You can then go online to HPD's Property Registration Online System, update any information that is needed to be changed, pay the \$13 registration fee to the Department of Finance, and print the form immediately. All that's left to do is sign and date (owner and agent) and mail to HPD as outlined on the form. It's easy to access and quick to use. Register early to ensure that your form is processed in time to meet the deadline! Questions about registration can be sent to register@hpd.nyc.gov.

Visit the [HPD webpage](#) for more information.

Remediate Mold Conditions Properly

Owners of residential properties with 10 or more units are required to hire a [New York State Department of Labor-licensed mold assessor and remediator](#) (these two contractors must be completely independent of each other) to assess and remediate conditions whenever there is more than 10 square feet of mold. To find a licensed mold contractor in your area, use the NYS Department of Labor's [Licensed Mold Contractors Search Tool](#). These licensed workers must comply with New York City Administrative Code section 24-154 and New York State Labor Law Article 32.

[Local Law 61 of 2018](#) established minimum standards for carrying out mold assessment, mold abatement and mold remediation for buildings that contain 10 or more dwelling units or are located on a zoning lot that contains 25,000 or more square feet of non-residential floor area. The law also requires the person holding a mold remediation license to file a Mold Remediation Work Plan Notification Form **and** the Mold Remediation Work Plan with the NYC Department of Environmental Protection (DEP). The person holding a mold assessment license is required to file a Post-Remediation Assessment Form and Mold Post-Remediation Certification. **These forms are available on the DEP website (<https://www1.nyc.gov/site/dep/environment/mold-abatement.page>) and the contractors must file them online.** If the contractor has any problems submitting these forms, they should contact moldhelp@dep.nyc.gov.

The penalties for the property owner for having work conducted without the proper filings range from \$800 to \$10,000. The link to the DEP filing page is <https://www1.nyc.gov/site/dep/environment/mold-abatement.page>.

Copies of these filing receipts are required to be provided to the owner by the contractors after filing, and HPD requires copies of these same documents to be filed with a Certification of Correction for Class B and Class C mold violations issued in buildings with 10 or more units.

For owners who are not required to use professionals as outlined above, whether the removal is completed by a mold remediator or the owner/owner's representative, safe work practices are required for mold removal. These practices include:

- Removing any standing water and fix leaks or moisture conditions.
- Isolating the work area with plastic sheeting and covering egress pathways.
- Limiting the spread of dust. Use methods such as sealing off openings (e.g. doorways, ventilation ducts) and gently misting the molding area with soap and water before cleaning.
- Cleaning mold with soap or detergent and water. Dry the cleaned area completely.
- Removing and discarding materials that cannot be cleaned properly.
- Throwing away all cleaning-related waste in heavy-duty plastic bags.
- Cleaning any visible dust from the work area with wet mops or HEPA vacuums.
- Leaving the work area dry and visibly free from mold, dust, and debris.

Department of Buildings (DOB): No Penalty Business Accessory Sign Inspection and No penalty Deck and Retaining Wall Inspection Programs

On April 27, 2022, the City relaunched the No Penalty Business Accessory Sign Inspection Program and the No Penalty Deck and Retaining Wall Inspection Program that will help building and small business owners ensure the safety of their buildings without financial penalties – cutting red tape and eliminating barriers to critical safety evaluation and resources. The programs give small business owners, homeowners, and other property owners throughout the five boroughs assurance about the condition of their properties, while providing valuable guidance on proper maintenance.

Through the No Penalty Business Accessory Sign Inspection Program and the No Penalty Deck and Retaining Wall Inspection Program, homeowners and business owners can request a free, **no-penalty visual inspection by a DOB inspector** of any accessory business sign, deck, porch, or retaining wall on

their property – simply by calling 311 between April 27, 2022, and May 31, 2022. If, after an inspection, these outdoor structures are found to be in an unsafe condition, but repairs are made promptly, no penalties will be issued.